

# Green Branch Ridge HOA Board Meeting Minutes

2112 W Briargate Dr

Bryan, TX 77803

6:00 p.m.

August 16, 2023

## **Attendees:**

Joe Hegwood, HOA President

Cody Waller, HOA Vice President

Julie Diem, HOA Secretary/Treasurer

Lindsay Cravatt, HOA Social Committee

Kevin Limmer, HOA Board Member

Dale Nesbitt, HOA Board Member

Toni Myers, Beal Properties

Brady Brennan, GBR Homeowner

## **Agenda:**

### **Call Meeting to Order:**

Joe Hegwood called the meeting to order at 6:01 p.m., and given there was a quorum present, this would be an official Business Meeting.

### **Open Forum:**

Brady Brennan, GBR Homeowner provided feedback to the HOA board regarding the ACC variance process. The board will take this under advisement for future variance concerns.

### **Review and approve Board Meeting Minutes:**

Minutes from July 12, 2023, HOA board meeting was presented and reviewed. Lindsay Cravatt, HOA Board Member made a motion and Cody Waller, HOA Vice President, made a second to approve the minutes from July 12, 2023. The vote to approve the minutes was unanimous.

### **Discussion and possible action on Management Company Transition – Beal Properties**

Toni Myers with Beal Properties stated that great progress has been made by residents on the portal activation. They are continuing the transition process and no concerns are identified.

Beal Properties and members of the HOA board did a ride around the GBR neighborhood to assist Beal in gaining familiarity with the neighborhood and CCR's.

## Presentation of Officers & Committee Reports:

- Treasurer's Report

- No report was provided to the HOA by Association Services.

**Action Item:** Julie Diem to follow up with Association Services regarding financials and fine letters sent for July. **COMPLETE**

- President's Report

- *Missing email contacts status:* Joe Hegwood provided a status on obtaining resident emails for communications from the HOA. There are a few that are still outstanding and a few residents that have informed us that they will not be providing an email address.
- *Legislative Update:* Beal Properties provided a summary of bills from the recent Texas Legislature that have HOA impact. This will be discussed in further detail in a future meeting.
- *Discussion and possible action to approve Bylaws amendments:* Joe Hegwood presented recommended changes to the bylaws. The board voted to approve the changes.
- *Discussion of Annual meeting to 4<sup>th</sup> quarter and Fall Social Event:* The board approved to move our annual meeting from January back to November. This will allow new officers to begin serving in January, instead of the current process of February. It was approved for the Annual Meeting to occur on 11/30/2023 at the Best Western in Bryan. Lyndsay Cravatt provided an update on the Fall Social that will occur on 11/5/2023 with more details to follow.

**Action Item:** Julie Diem to provide room deposit check to Joe Hegwood to reserve the room. **COMPLETED**

- *Discussion and possible action to approve the 2024 Nominations Committee:* Cody Waller will re-run for a position on the board and Kevin Limmer will be the Chair of the 2024 Nomination Committee.
- *Filing of Landscape Policy and addition to web page:*

**Action Item:** Meet with Beal Properties after 8/1/23 transition to file GBR HOA Landscape Policy with Brazos County in a manner consistent with their methodology. Open from July HOA board meeting Action Items.

- *Discussion of future changes to CC&R's document:* Board discussed necessary updates to the CC&R's. Joe Hegwood presented the need to update the CC&Rs to clarify that all GBR Phases were included in the document along with other changes and requested authority to discuss with the HOA attorney. The board approved.

**Action Item:** Joe Hegwood HOA President, Cody Waller, HOA Vice President, Toni Myers, Beal Properties to schedule a meeting with Real Estate Attorney to discuss necessary updates. **COMPLETED 9/5/2023 Joe Hegwood and Toni Myers attended.**

- Architectural Control Committee
  - ACC monthly activity report to BOD

Wade Zimmer, ACC Chair, provided the ACC Activity report for GBR from mid-June through mid-July 2023. There were four requests for approval. Landscaping (2), Solar Panels (1), shop building (1). All requests have been approved. The ACC has received two approvals for fences as of 8/16/2023. He has requested the board to provide input to the draft fencing policy to assist with approvals.

- **Action Item:** Wade to send the board the fencing policy for review/finalization. Beal will also provide an example policy for comparison. **COMPLETE**
- **Action Item:** Beal to set up ACC Committee in Appfolio

**Closed Executive Session:**

The HOA board went into closed executive session.

**Summary of actions resulting from Executive Session:**

The board reviewed a homeowner variance request and the board voted to deny the request.

- **Action Item:** Beal Properties to send denial notification to homeowner.

The board discussed Beal Properties feedback regarding the neighborhood drive-around that was completed by Beal Properties and some of the HOA board members.

- **Action Item:** Beal Properties to send a draft communication to the HOA board for review/approval. The focus of the communication is to familiarize the residents with the new management company and include reminders of our CC&R's prior to sending out violation letters to residents. **COMPLETE**
- **Action Item:** Beal Properties to document neighborhood variances that have been granted.

The board discussed final transition activities underway with Association Services.

- **Action Item:** Beal to finalize transition with Association Services and obtain copies of previous letters sent to Owners.

**Other Business:**

- **None**

**Action Item Review:**

- **Update on July 2023 Action Items:**
  - **Action Item:** Meet with Beal Properties after 8/1/23 transition to file GBR HOA Landscape Policy with Brazos County in a manner consistent with their methodology.
  - **Action Item:** Beal properties to provide business cards to Darlynn Beard to include in new owner welcome baskets.
- **Action Item:** Julie Diem to follow up with Association Services regarding financials and fine letters sent for July. **COMPLETE**

- **Action Item:** Beal to finalize transition with Association Services and obtain copies of previous letters sent to Owners.
- **Action Item:** Beal Properties to develop/complete a GBR website that they will maintain (and replace our site) and link our [www.gbrhoa.com](http://www.gbrhoa.com) address to it.
- **Action Item:** Joe Hegwood to resolve outstanding email/mail address for a resident. **COMPLETE**
- **Action Item:** GBR HOA Board to review policies regarding Texas Legislative changes to fines/liens.
- **Action Item:** Beal Properties to review if a HOA board member can also be a member of the ACC.
- **Action Item:** Beal to set up ACC Committee in Appfolio
- **Action Item:** Julie Diem to provide room deposit check to Joe Hegwood to reserve the room. **COMPLETE**
- **Action Item:** Beal Properties to notify homeowner of decision regarding variance request.
- **Action Item:** Wade Zimmer to send the board the draft fencing policy for review/finalization. **COMPLETE.** Beal will also provide an example and the two will be compared. **COMPLETE**
- **Action Item:** Beal Properties to send a draft communication to the HOA board for review/approval. The focus of the communication is to familiarize the residents with the new management company and include reminders of our CC&R's prior to sending out violation letters to residents. **COMPLETE**
- **Action Item:** Joe Hegwood to send out a community update that announces the new annual meeting date, social date, elections announcement, and other items. **COMPLETE**
- **Action Item:** Joe Hegwood to provide a candidate information form that was used previously. **COMPLETE**
- **Action Item:** Joe Hegwood committed to add set-back variances as a board discussion item in the future. **COMPLETE see September Agenda.**
- **Action Item:** Beal Properties to send a draft communication to the HOA board for review/approval. The focus of communication is to familiarize them with the new management company and reminders of our CC&R's prior to sending out violation letters to residents. **COMPLETE**
- **Action Item:** Beal Properties to document neighborhood variances that have been granted previously and ensure that they have been filed with the county.
- **Action Item:** Joe Hegwood HOA President, Cody Waller, HOA Vice President, Toni Myers, Beal Properties to schedule a meeting with Real Estate Attorney to discuss necessary updates to the CC&R's/By-Laws. **COMPLETED 9/5/2023. Joe Hegwood and Toni Myers attended.**

#### **Set date, time, and place for next Board Meeting**

Next HOA Board Meeting is scheduled on **September 20, 2023**, at Beal Properties, 3363 E University #215 Bryan, Tx from 6-8 p.m.

#### **Meeting Adjourned:**

Cody Waller made a motion to adjourn the meeting. Dale Nesbitt seconded the motion. All voted in favor of the adjournment. The meeting adjourned at 7:59 p.m.